

GOVERNMENT OF MEGHALAYA

**INSPECTORATE OF ELECTRICITY
OFFICE OF THE SENIOR ELECTRICAL INSPECTOR
HORSE SHOE BUILDING,
LOWER LACHUMIERE
SHILLONG-793001**

&

**STATE DESIGNATED AGENCY FOR THE STATE OF MEGHALAYA
UNDER ENERGY CONSERVATION ACT, 2001**



Expression of Interest (Bid)

For

Selection of agency for conducting Impact Assessment on Energy Conservation and Energy Efficiency Projects undertaken by the State Designated Agency (SDA) of Meghalaya and submission of a comprehensive report.

Under

The Analysis and survey of the impact of Energy conservation activities by SDA scheme of the BEE, New Delhi

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1. LETTER OF INVITATION

1.1 Tender Notice:

INSPECTORATE OF ELECTRICITY (The State Designated Agency on EC , Meghalaya of BEE under EC Act 2001) Government of Meghalaya	
<u>Tender for selection of an agency to carry out Impact Assessment</u>	
IEL.IX/101/Vol-1/2018-19/ 3	Dated Shillong, the 18th of February, 2019
<p>The senior Electrical Inspector, Govt. of Meghalaya, being the Designated Agency for the State of Meghalaya on Energy Conservation under EC Act 2001, invites quotation to select an agency to conduct “Impact Assessment study executed by the MSDA for the XII plan” on its Energy efficiency projects and activities in the state. Details of the tender document are available at www.msda.nic.in</p>	
<p>Sd/- Senior Electrical Inspector & Head State Designated Agency on Energy Conservation Meghalaya, Shillong</p>	

1.2 Critical Information

Availability of Bid papers	From 20.2.2019 upto 8.3.2019 between 11:00am and 3:00pm on all working days
Last date for receipt of Queries	11.3.2019 at 1:00pm
Last date for receipt of Bid	11.3.2019 at 2:00pm
Time & date of opening of Bid	11.3.2019 at 3:00pm
Estimated Cost	Rs. 3,00,000/-
Earnest Money Deposit	Rs. 6,000/-
Place of opening of Bid	Office of the Senior Electrical Inspector & State Designated Agency on Energy Conservation, Inspectorate of Electricity, Meghalaya, Shillong, Lower Lachumiere. PIN 793001
Contact Person for queries & submission of Bid	Senior Electrical Inspector & State Designated Agency on Energy Conservation.
Contact E-mail ID & FAX	msda-meg@nic.in , Fax-03642500756

2. BACKGROUND INFORMATION

2.1 About the State Designated Agency

The Inspectorate of Electricity came into existence with the inception of the full-fledged State of Meghalaya on 21st January, 1972. It was created primarily for the administration of **the Indian Electricity Act and Rules**. It is technically and administratively manned by the Senior Electrical Inspector and assisted by the Deputy Inspector of Electricity, Assistant Electrical Inspector, Electrical Tester and Ministerial Staff.

The Government of Meghalaya has in its notification vide O.O. No. PE. 14/2002/98-A, dated 22-6-06 under the Energy Conservation Act-2001, has notified the Senior Electrical Inspector as the State Designated Agency for to Coordinate, Regulate & Enforce the provisions of the Act at the State level. On the other side, The Government of India set up Bureau of Energy Efficiency (BEE) on 1st March 2002 under the provisions of the Energy Conservation Act, 2001. The mission of the Bureau of Energy Efficiency, co-coordinating with Designated Consumers (DC), State Designated Agencies (SDA) and other organizations, is to assist in developing policies and strategies with a thrust on self-regulation and market principles, within the overall framework of the Energy Conservation Act, 2001 with the primary objective of reducing energy intensity of the Indian economy

3. SCOPE OF WORK:

The objective of entrusting the Impact Assessment study is to assess the impact of the different components of the Energy Efficiency Projects undertaken by The Inspectorate of Electricity, Govt. of Meghalaya as the State Designated Agency designated by Bureau of Energy Efficiency (BEE) and bring out a comprehensive report to strengthen the institutional capabilities of the SDA.

The year-wise energy savings from FY-2012-13 to FY-2017-18 achieved by the SDAs from energy efficiency activities/ endeavours undertaken by the SDAs shall be documented in the form of report used for ascertaining the energy savings achieved vis-à-vis the target achieved.

The required document should be in the form of an annual year book where the benefits can be quantified on multiple dimensions including the monetary benefits based on the reduction in the number of units consumed by this sector, generation capacity that can be avoided by the generation utility because of the reduction in demand in this sector or can be used to satisfy the peak demands, emissions avoided by reducing\ the generation requirements..

4. ACHIEVEMENT(FY-2012-13 to FY-2017-18):

4.1 Standards & Labeling Scheme:

In exercise of the powers conferred by Section 18 of the Energy Conservation Act, 2001, the Government of Meghalaya has notified “**Meghalaya Energy Conservation (Energy Consumption Standards for Equipment and Appliances) Regulation, 2017**” The Regulation stipulates, the followings:-

1. Manufacture and sale of the items mention which notified under the mandatory category by the Bureau of Energy Efficiency (BEE) without Star Label are prohibited in the State of Meghalaya.
2. In Public building & Government Departmental Purchases (including Central & State Government Aided Institutions), all new procurement in which star labeling are available, shall be of BEE Star labeled appliances/ equipment only and shall be of 3 Star rating or above.

3. Use of incandescent lamp and in efficient magnetic wire-wound chokes/ballasts for discharge lamp in public building is prohibited only LED lamps shall be used for the general lighting purpose.
4. For all new installations or replacements of three phase transformers up to 200 KVA, BEE Star label transformers shall be the pre-requisite criteria for according commissioning approval by the Inspectorate of Electricity, Govt. of Meghalaya

Impact assessment and sample survey should be carried out at retail shops in Shillong, Tura and Jowai.

4.2 Energy Efficiency in Industries: PAT Scheme:

Perform, Achieve and Trade (PAT) is a market based mechanism to enhance cost effectiveness of improvements of energy efficiency in energy intensive large industries and facilities, through certification on energy savings that could be traded. Under this scheme there are 6 industries as of now, namely:

1. Meghalaya Cement Limited
2. Shyam Century Ferrous Limited
3. Cement Manufacturing Company Limited
4. Star Cement Meghalaya Limited
5. Adhunik Cement Limited (Subsidiary of Dalmia Cement (Bharat) Limited)
6. Green Valliey Industries Ltd
7. Maithan Alloys Ltd

One more industry will be included in the PAT Cycle IV (BY-2016-17 & AY-2020-21).

In the PAT Cycle-I, the first two industries achieve their target.

Further, out of those industries Shyam Century Ferrous Limited & Star Cement Meghalaya Limited has got National Energy Conservation awards in respective categories for adopting energy efficient technologies.

4.3 Publicity -Awareness Programme:

In the last few years Meghalaya SDA has taken various initiatives with support from the Bureau of Energy Efficiency (BEE) and the State Government to disseminate messages of Energy Conservation to the public. The following activities have been done.

4.3.1 Demonstration Projects on Energy Efficient technologies were conducted by replacing existing luminaries with LEDs in the following locations:

1. Ganesh Das Hospital, Pasture Institute, Shillong- premises
2. Ummulong, West Jaintia Hills (Phase-I)
3. Umpling, East Khasi Hills
4. Shangpung, West Jaintia Hills
5. NEIGRIHMS Premises
6. Children's Hospital, Rynjahand the approach road up to and the area around Umpling Bridge.
7. Ummulong, west Jaintia Hills (Phase-II)
8. And along the Umiam Dyke.
9. Meghalaya Legislative Assembly and its Premises (ongoing)
10. East Khasi Hills DC Office (ongoing)

4.3.2 LED Village Campaign:- Village campaign was conducted at Mawpynthih Village of East Khasi Hills District, where the incandescent lamps of 330 no.s household were replaced by 1600 LED bulbs.

4.3.3 General Publicity /Awareness on Energy Efficiency in the States:-

During the period 2012-14, Promotional materials in the form of pamphlets, leaflets, posters and standees in English, Khasi and Garo languages were developed and distributed. Advertisement in Print Media i,e in "Eastern Panorama", MeECL Souvenir,

Newspapers like “Mawphor” (Khasi Language), “The Shillong Times” (English Language) Salantini Janera (Garo Language) were given.

In the year 2014-15, Promotional materials in the form of posters, pamphlets and Guidebooks has been developed and distributed among Energy Clubs and schools.

Advertisement was done through Bulk SMS on EC Day, Print Media and campaigning in Radio. Open quiz competition conducted on Energy Conservation through News Papers.

In the year 2015-16, by utilizing the fund provided by BEE pamphlets and cartoon characterized informative Calendars were developed and distributed to the all Govt. schools across the state. And also non-illuminating type kiosk type hoardings were developed and installed on roadside electric poles in Shillong.

In the year 2016-17, wooden board standees on Energy Conservation of size 6’ X 2’ in English and Khasi were developed, distributed and installed in the office premises of deputy Commissioners the BDOs in the different districts of the state. Mini-hoardings (non-illuminating) were installed on electric poles depicting messages on Energy conservation across the Shillong City. Informative Season Greeting cards with Calendar were developed and distributed in Govt. Offices to spread awareness about Energy Conservation.

In the year 2017-18, by utilizing the fund provided by BEE, pamphlets and Guidebooks were developed and distributed to all schools in East Khasi Hills, Jaintia Hills and Garo Hills. Energy Conservation Calendars portraying paintings from the state level painting competition organised by the Bureau of Energy Efficiency were developed and distributed to the all Govt. offices and energy clubs across the state.

4.4 State Level Painting Competition:-

In coordination with NEEPCO, MSDA has been organizing Painting competition on Energy Conservation for different categories of students annually. In the year of 2016, 2017 & 2018 a total of 8417 nos., 9323 nos. & 5640 no. of students respectively had participated from across the State.

4.5 Workshops / Capacity Building:-

Every year around two workshops cum seminars has been organized for the Major Industries, SMEs Sectors and other commercial establishment like Bank, Hotels, Malls etc. with financial support from the BEE, New Delhi.

Here under are chronological descriptions of the events:

Serial No.	Date of Workshop/ Training	District	Location	Details including the target group
1	21.05.2014	West Khasi Hills	Nongstoin, Seinduli	Workshop on Energy Conservation conducted in association with the Electrical Contractors Union
2	22.05.214	West Khasi Hills	Nongstoin, Nonglang	Workshop on Energy Conservation conducted in association with the Electrical Contractors Union
3	24.05.2014	West Khasi Hills	Nongstoin, Rambrai	Workshop on Energy Conservation conducted in association with the Electrical Contractors Union
4	27.05.2014	West Khasi Hills	Nongstoin, Markasa	Workshop on Energy Conservation conducted in association with the Electrical Contractors Union
5	31.05.2014	West Khasi Hills	Nongstoin, Maweit	Workshop on Energy Conservation conducted in association with the Electrical Contractors Union
6	04.06.2014	West Khasi Hills	Nongstoin	Workshop on Energy Conservation conducted in association with the Electrical Contractors Union
7	18.07.2014	East Khasi Hills	Shillong	State Level Workshop cum Seminar on Energy Efficiency Measures for Cement and Steel Industries, Commercial Buildings
8	16.09.2015	East Khasi Hills	Shillong	workshop cum seminar was organized on PAT

				rules and Energy Efficiency Measures for Cement and Steel Industries, Commercial Building etc
9	22. 09.15	East Khasi Hills	Shillong	workshop cum seminar was conducted on Energy Efficiency Measure for Small and Medium Scale Industries, Commercial establishments, and other stakeholders like distributors of electric appliances etc
10	19.04.2016	East Khasi Hills	Shillong	state level workshop cum seminar on Energy Efficiency Measure for Small and Medium Scale Industries, Commercial establishments, and other stakeholders like distributors of electric appliances etc
11	22.04.2016	East Khasi Hills	Shillong	Regional (NE) workshop cum seminar for sensitizing and experience sharing about PAT scheme among the BEE, SDAs, existing DCs and Prospective Designated Consumers
12	1.08.2017	East Khasi Hills	Shillong	State level workshop cum seminar on ECBC & Energy Efficiency Measure for Small and Medium Scale Industries, Commercial establishments, and other stakeholders like distributors of electric appliances etc
13	4.08.2017	East Khasi Hills	Shillong	Regional (NE) Workshop cum Seminar for sensitizing and experience sharing about PAT scheme among the BEE, SERCs, SDAs, & DCs with focus on the Energy Saving Certificate Trading mechanism
14	18.1.2018-20.1.2018	East khasi Hills	Shillong	Capacity Building Programme on “Demand Side Management and Energy Efficiency” for circle level officials of the Meghalaya Energy Corporation Limited
15	27.11.2018-28.11.2018	East Khasi Hills	Shillong	Workshop on Energy Efficiency Financing for Financial Institutions was conducted in association with the Indian Bank Association
16	30.1.2019-31.1.2019	East Khasi Hills	Shillong	Theory cum practice oriented training skill up-gradation and refresher training of operators on Energy Efficiency for the Engineers/Junior Engineers/Supervisors/Technicians of the Meghalaya Energy Corporation Limited

4.6 School/General Awareness Programme:

Under “Student Capacity Building Programme” of BEE, “Energy Clubs” has been created in the 38 Schools across the State to carryout different activities like Quiz Competition, Debate Competition, and Painting Completion etc.

Names of Energy Club Members:

Nativity Higher Secondary School, Mawkyrwat, PIN- 793114 S.W.K.H, Meghalaya
Government Girls Higher Secondary School, Tura, West Garo Hills, 794001
Government Boys’ Higher Secondary School, Tura, West Garo Hills, 794001
Government Girls’ Higher Secondary School, Jail Road near Police Reserve, Shillong-793001 Meghalaya
Ampati Govt. H.S. School, P.O- AMPATI, South West Garo Hills, Meghalaya, 794115
Ramakrishna Mission HS School, PO- Cherra Bazar- 793111, East Khasi Hills, Meghalaya
St. Michael’s Higher Secondary School, Umsing- 793105, RiBhoi, Meghalaya
Shangpung Presbyterian Higher Secondary School, Shangpung, West Jaintia Hills
Government Boys’ Higher Secondary School, Lumdiengjri, Shillong- 793002
Sibsing Memorial Govt. Higher Secondary School, Nongstoin, West Khasi Hills
Khliehriat Higher Secondary School

Sacred Heart Girls' Higher Secondary School
St. Thomas Higher Secondary School, Mairang, Pydengumiong, Mairang-793120 Meghalaya
St. John Bosco Boys Higher Sec School, Sohra, Maraikaphen, Sohra-793111 Meghalaya
Nongspung Higer Secondary School, Nongspung village - 793115 Meghalaya
Laban Presbyterian Higher Secondary School, Laban Shillong-793004 Meghalaya
K.J.P Girls Higher Secondary School, Shillong, Mission compound, Shillong-793002 Meghalaya
Laban Bengalee Boys Higher Secondary School, Streamlet road Shillong - 793004 Meghalaya
St. Margaret's higher Secondary School, Laitumkhrach Shillong-793003 Meghalaya
Pariong Presbyterian Higher Secondary School, Pariong - 793120 Meghalaya
Sohkha Govt. Higher Secondary School, Sohkha, Dawki - 793109 Meghalaya
St. Paul's Higher Secondary School, Marbisu- 793121 meghalaya
Pongkung Church of God Higher Secondary School, Pongkung-793121 Meghalaya
Rymbai Govt. Secondary School, lumphareng, Lad Rymbai - 793160 Meghalaya
Dalu Govt. higher Secondary School, Dalu - 794103 meghalaya
Tirot Sing Memorial Govt. Higher Secondary School, Nongkhlaw, Mairang - 793120 Meghalaya
United Kharkutta Govt. Higher Secondary School, Kharkutta Meghalaya
Mawsynram Higher Secondary School, Mawsynram - 793113 Meghalaya
St. Anthony's Higher Secondary School, Pynursla 793110 Meghalaya
Indira Gandhi memorial Secondary School, Bajengdoba Meghalaya
St.Mary's Higher Secondary School, Laitumkhrach Shillong - 793003 meghalaya
Rongrenggiri Govt. Higher Secondary School, Williamnagar - 794111 Meghalaya
Tura Town Higher Secondary School, Lower Babupara, Tura 794001 meghalaya
Shillong Jail Road Boys Higher Secondary school, Jailroad - 793001 Meghalaya
Mallangkona Govt. Higher Secondary School, Via Dhupdhara - 783123 Meghalaya
Govt. Girls Higher secondary school, Jowai, Chutwakhu - 793150 Meghalaya
Govt. Higher Secondary School, Resubelpara 794108 Meghalaya
Synod Higher Secondary School, Mission Compound Shillong - 793002 Meghalaya

3.8.2015: A workshop was organized with the nodal officers and teachers of the Energy Clubs in Shillong.

12.10.2018: Inter School Quiz Competition and Debate Competition for ITI's on Energy Conservation and Energy Efficiency in Garo Hills held at Tura.

30.10.2018: Inter School Quiz Competition and Debate Competition for ITI's on Energy Conservation and Energy Efficiency in East Khasi Hills held at Shillong.

4.7 Domestic Efficiency Lighting Programme (DELP) /UJALA

The UJALA Scheme was launched in Meghalaya on the 27th September, 2016 for distribution of energy efficient LED lamps and tube lights to the Public at the cost of Rs&70/- and Rs 225/- each respectively. The implementing agency for the scheme is Energy Efficiency Services Ltd (EESL). EESL is currently selling these appliances from the sale counters that are operating from 47 nos. of Post Offices across the state.

The summary of the status report received from the EESL as on 27th March, 2018 is as follows:

	Total Consumer Count.	Total Appliances Issued
9W LED bulb	54918	339513
20W Tube light	1550	3835

5. DEMAND SIDE MANAGEMENT:

Details on demand side management for DISCOMS, Agriculture demand side management (AgDSM) and Municipal demand side management (MuDSM) has to be collected from the respective department/site as will not be provided by the SDA.

6. INSTRUCTION TO BIDDING FIRMS

6.1 General Terms & Conditions:

- i. Intending Bidders are advised to understand the work scope and locations etc and satisfy themselves before submitting their tenders and obtain all necessary information as to risks/ contingencies/other circumstances which may influence or affect their tender.
- ii. The Bidder shall be deemed to have full knowledge of the site and scope of work involved whether he inspects it or not and no extra charge consequent on any misunderstanding of site conditions.
- iii. The Bidder shall be responsible for arranging and maintaining at his own cost all measuring instruments, test equipment any other tools & Tackles, water, electricity access, facilities for their personnel for executing the tasks.
- iv. Canvassing whether directly or indirectly, in connection with tender is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable to rejection.
- v. The SDA reserves the right of accepting the whole or any part of the tender and the tenderer shall be bound to perform the same at the rates quoted

6.2 Qualification Criteria:

The agencies / firms being considered for the above work must fulfil all the following criteria:

(i) Should have at least five years prior experience on preparing impact assessment study on energy conservation or similar activities, preferably should be BEE empanelled Accredited EA firm/ ESCO / any prominent institution with credentials matching with tender requirements. Necessary supporting documents should be provided to substantiate the claim.

(ii) The Agency/Firm should have a minimum annual average turnover of INR 25 lakhs (INR or its equivalent in foreign currency) in one of the last three years the audited annual statements for the last three years should be submitted to substantiate the claim.

(iii) Should have positive net worth of minimum Rs.5 Lakhs in each of the last three years. Necessary document should be submitted to substantiate the claim.

(iv) Should have at least 1 BEE Certified Auditors / Managers as on the date of applying. A photocopy of the certificates of BEE Certified Energy Auditors / Managers should be enclosed as proof.

(v) Should deploy a team comprising experienced personnel and they need to be exclusive during the course of the study as per the composition given below. For the purpose of the study the team should be ready to travel at any locations in the state under the guidance of SDA officials. The team officials indicated by the agency/firm during participation in the tender should be strictly adhered to and not changed without intimation.

The composition for the team is given below:

Designation	Number	Qualification	Total Experience
Team leader	1	Bachelor Degree in Engineering & Technology & Certified Energy Auditor/Manager	Minimum of 5 years experience in energy efficiency related projects
Team member	2	Bachelor Degree in Engineering & Technology	Minimum of 3 years experience in energy efficiency related projects
Support staff	5	Graduate	1 year experience

Necessary documents along with CVs of the officials should be provided to substantiate the claim.

6.3 Procedure for Submission of Bid

The Bidders should submit one hard copy of Bid and one soft copy in a sealed cover. The bids will be in two envelopes marked ‘A’ and ‘B’. Envelope ‘A’ should contain only technical qualifications as specified and Envelope ‘B’ should have the price bid.

The copy of bid should be a complete document and should be bound as a volume. The document should be page numbered and appropriately flagged and contain the list of contents with page numbers. Different copies must be bound separately. The deficiency in documentation may result in the rejection of the Bid.

The soft copy of the bid should be submitted, in the form of a non-re-writeable CD (Compact Disc). The CD media must be duly signed by the Bidder using a “Permanent Pen/Maker” and should bear the name of the Bidder. The sealed cover should be super scribed with the wordings “**Impact Assessment study on the Energy Efficiency Activities and Projects in the state of Meghalaya**”.

Bidder must ensure that the information furnished by him/her in respective CDs is identical to that submitted by him/her in the original paper document. In case of any discrepancy observed in the contents of the CDs and original paper documents, the information furnished on original paper document will prevail over the soft copy.

6.4 Cost of Bid documents

The Bidder shall bear all costs associated with the preparation and submission of bids, including cost of presentation for the purposes of clarification of the bid, if so desired by SDA Meghalaya. SDA Meghalaya will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Tendering process.

6.5 Contents of the Bid documents

The Bidder is expected to examine all instructions, forms, terms & conditions and Statement of Work in the Bid documents. Failure to furnish all information required or submission of Bid Document not substantially responsive to the RFQ in every respect will be at the Bidder’s risk and may result in the rejection of the bid.

6.6 Language of Bids

The Bids prepared by the Bidder and all correspondence and documents relating to the bids exchanged by the Bidder, shall be written in **English language**, provided that any printed literature furnished by the Bidder may be written in another language so long the same is

accompanied by an English translation in which case, for purposes of interpretation of the bid, the English translation shall govern.

6.7 Confidentiality

SDA Meghalaya requires that recipients of this document to maintain its contents in the same confidence as their own confidential information and refrain from any public disclosure whatsoever.

6.8 Disclaimer

SDA Meghalaya and/or its officers, employees disclaim all liability from any loss or damage, whether foreseeable or not, suffered by any person acting on or refraining from acting because of any information including statements, information, forecasts, estimates or projections contained in this document or conduct ancillary to it whether or not the loss or damage arises in connection with any omission, negligence, default, lack of care or misrepresentation on the part of SDA Meghalaya and/or any of its officers, employees.

6.9 Authorized Signatory (Bidder)

The “Bidder” as used in the RFQ shall mean the one who has signed the bid document forms. The Bidder should be the duly Authorized Representative of the Company/firm. All certificates and documents (including any clarifications sought and any subsequent correspondences) received thereby, shall, as far as possible, be furnished and signed by the Authorized Representative. The power or authorization, or any other document consisting of adequate proof of the ability of the signatory to bind the Bidder shall be annexed to the bid in case of a tenderer not being a Government body/undertaking/PSU. SDA Meghalaya may reject outright any proposal not supported by adequate proof of the signatory’s authority.

6.10 Contact details of the Bidder

Bidder, who wants to receive SDA Meghalaya’s response to queries, should give their contact details to SDA. The Bidder should send their contact details in writing the SDA Meghalaya’s contact address indicated in Para 1.2 of this document.

6.11 Queries on the Bid Document

Bidder requiring any clarification on this Document may send a query in writing at the SDA Meghalaya’s contact address indicated in Para 1.2 of this document. SDA Meghalaya’s response (including an explanation of the query) to all the queries, received not later than the dates prescribed by the SDA Meghalaya in Para 1.2 of this document, will be made available and sent to the Bidders who have given their contact details. SDA Meghalaya may also hold a conference to give clarifications and invitation of the same will be sent to the Bidders who have given their contact details.

6.12 Amendment of Bid document

At any time prior to the last date for receipt of bids, SDA Meghalaya, may, for any reason, whether at its own initiative or in response to a clarification requested by prospective Bidder(s) modify the Bid Document by an amendment. In order to provide prospective Bidders reasonable time in which to take the amendment into account in preparing their bids, SDA Meghalaya may, at its discretion, extend the last date for the receipt of Bids and/or make other changes in the requirements set out in the Invitation for Bid.

6.13 Bid Processing Fees

All bids must be accompanied by a bid processing fee of **Rs. 1,000/-** (Rupees One Thousand Only) and cost of Bid document amounting **Rs. 500/-** (Rupees Five Hundred Only) (*in*

case of the Bid document downloaded from SDA's website bid document fee is not required) in the form of crossed Demand Draft(s) drawn in favour of the SENIOR ELECTRICAL INSPECTOR AND STATE DESIGNATED AGENCY ON ENERGY CONSERVATION, GOVERNMENT OF MEGHALAYA and payable at par in SHILLONG.

6.14 Earnest Money Deposit (EMD)

- i. The Earnest Money amounting to Rs. 6,000/- (Rupees six thousand only) shall be paid by each tenderer, in the form of crossed Demand Draft drawn in favour of the SENIOR ELECTRICAL INSPECTOR AND STATE DESIGNATED AGENCY ON ENERGY CONSERVATION, GOVERNMENT OF MEGHALAYA and payable at par in SHILLONG, to be enclosed along with the sealed tender;
- ii. Any category of tenderers specifically exempted by the Government from the payment of Earnest Money Deposit are not required to make such a deposit provided they enclose copies of documents proving exemption;
- iii. The Earnest Money Deposit will be refunded to the successful tenderer only after satisfactory completion of the ordered works and on proper fulfilment of contract;
- iv. In case of unsuccessful tenderers, the Earnest Money Deposit will be refunded to them within three months of finalizing the tender;
- v. The Earnest Money Deposit will not carry any interest.

Tenders received without the Earnest Money Deposit other than specified in Sub-clause (ii) above will be summarily rejected.

7. TIMELINE AND DELIVERABLES

7.1 Broad Timeline

The broad timeline for the Impact Assessment Study is as under:

Issue of order	Commencement of Impact Assessment Study	Expected completion of draft of Impact Assessment Study	Expected completion of final report of Impact Assessment Study
By the SDA	Within 10 days of receipt of order from SDA Meghalaya.	Within 30 days from the date of receipt of order.	Within 20 days from the date of submission of draft.

7.2 Payment Schedule & Penalty/Damages for Delay in Delivery:

- a) 75% of the payment shall be released against submission of the draft impact assessment study.
- b) 25% of the payment shall be released against submission of final report of the impact assessment study and its acceptance by the SDA.
- c) If the firm fails to deliver the draft within the stipulated period of delivery, SDA Meghalaya may cancel the relevant supply order and in the event of SDA Meghalaya allowing the firm to carry on with the supply works upon such delay, penalty fee at the rate of 1% of the cost of incomplete delivery per week shall be deducted from the payment already due to the firm or the Earnest Money Deposit, as the case may be, subject to the condition that such penalty shall not exceed the total cost of undelivered portion of supply.

No living accommodation for the staff of manufacturer/agency shall be provided by the SDA Meghalaya. Carriage of material to SDA Meghalaya's office shall be the responsibility of the firm at their own cost.

7.3 Documents Comprising the Bid

The proposal prepared by the Bidder shall comprise the following components:

- i. Bid Form 1 : Bid Letter Proforma (refer Para 9.1)
- ii. Bid Form 2 : Eligibility and Other details
- iii. Bid Form 3 : Prior Experience
- iv. Bid Form 4: Approach and Methodology
- v. Bid Form 5: Proposed Work Plan including the timelines with excel based chart
- vi. Bid Form 6: Resumes of the members in the proposed team.
- vii. Bid Form 7: Declaration Letter.
- viii. Bid Form 8 : List of measuring instruments
- ix. Financial Bid
- x. EMD of INR 6,000/- (Rupees six Thousand Only)
- xi. Bid processing fees of INR 1,000/- (Rupees One Thousand Only)
- xii. In case of a tenderer not being a Government body/undertaking/PSU, registered Power of Attorney executed by the Bidder in favour of the Principal Officer or the duly Authorized Representative, certifying him/her as an authorized signatory for the purpose of this Bid.
- xiii. Memorandum of Understanding (MoU)/Agreement prepared on a stamp paper of requisite value with the subcontractor clearly indicating their relationship. (In case of subcontractors)

SDA shall not be responsible for non-receipt/non-delivery of the Bid due to any reason whatsoever. Bidders are advised to study the Bid document carefully. Submission of Bid shall be deemed to have been done after careful study and examination of the Bid document with full understanding of its implications.

7.4 Liquidated Damages

Should the agency fail to complete the Impact Assessment Study within the period prescribed for, SDA Meghalaya shall be entitled to recover 50% of the Earnest Money Deposit on expiry of the first week of delay and the rest 50% of the Earnest Money Deposit on expiry of the second week of delay. **Quantum of liquidated damages as assessed for realization by SDA Meghalaya shall be final and not challengeable by the supplier firm.**

7.5 Jurisdiction

All legal proceedings in connection with this contract shall be subject to the territorial jurisdiction of local civil courts at Shillong only.

7.6 Preliminary Scrutiny

Preliminary scrutiny of the proposal will be made to determine whether they are complete, whether required process fee has been furnished, whether the documents have been properly signed, and whether the bids are generally in order. Proposals not conforming to such preliminary requirements will be prima facie rejected.

7.7 Technical evaluation

The Technical Evaluation of Pre-qualified Bidders shall be carried out to achieve the objective of assignment as detailed in the Terms of Reference the bidders will outline their methodology in their proposals giving a brief description of methods that they intend to adopt to

achieve this objective. The evaluation of the proposals shall be carried out in two stages: Firstly the quality, and then the cost. The financial proposals shall be opened only after the technical proposals have been evaluated and concluded. “Financial Bid” of only technically qualified bidders shall be opened.

7.8 Evaluation of Proposals

The proposals will be evaluated on the basis of the prescribed specifications. However, SDA Meghalaya in its sole/absolute discretion can apply whatever criteria deemed appropriate in determining the responsiveness of the Bid submitted by the bidders.

The price bid for all technically qualified bidders will be opened and the contract will be awarded to the lowest price bidder.

7.9 Force Majeure

If, at any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reasons of any war or hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or act of God (hereinafter referred to as events) provided notice of happenings of any such eventuality is given by either party to the other within 5 days from the date of occurrence thereof, neither party shall by reason of such event be entitled to terminate this contract nor shall either party have any claim for damages against other in respect of such non-performance or delay in performance, and deliveries under the contract shall be resumed as soon as practicable after such an event come to an end or cease to exist, and the decision of SDA Meghalaya as to whether the deliveries have been so resumed or not shall be final and conclusive. Further that if the performance in whole or part of any obligation under this contract is prevented or delayed by reasons of any such event for a period exceeding 30 days, either party may, at its option, terminate the contract.

8. BID FORMS

Bid is to be submitted in the following format along with the necessary documents as listed. The Bid shall be liable for rejection in the absence of requisite supporting documents.

8.1 Bid Submission Forms:

The proposal is to be submitted in the following format along with the necessary documents as listed. The proposal shall be liable for rejection in the absence of requisite supporting documents.

The Format is as follows

To

The Senior Electrical Inspector &
State Designated Agency on Energy Conservation,
Government of Meghalaya,
Lower Lachumiere,
Shillong-793001.

Sir,

Sub: Technical Proposal on Hiring of an Agency for Impact Assessment Study on Energy conservation & energy efficiency activities and projects undertaken by the Meghalaya State Designated Agency

The undersigned is the authorized representative of the (Name of Agency/firm), having read and examined in detail the complete Bid document in respect of Hiring of an Agency to Assess the Impact of the Energy Efficiency Activities undertaken in the State do hereby express their interest to provide Consultancy Services as specified in the scope of work.

Thanking you.

Yours faithfully

Authorized Signature

Name and Title of Signatory

Name of the Firm

Seal

Correspondence Details

Our correspondence details are:

1	Name of Agency	
2	Address of the Agency	
3	Name of the contact person to whom all references shall be made regarding this tender	

4	Designation of the person to whom all references shall be made regarding this tender	
5	Address of the person to whom all references shall be made regarding this tender	
6	Telephone (with STD code)	
7	E-Mail of the contact person	
8	Fax No. (with STD code)	

Document forming part of Bid

We have enclosed the following:

- Bid Form 2 Eligibility and Other details
- Bid Form 3: Prior Experience
- Bid Form 4: Approach and Methodology
- Bid Form 5: Proposed Work Plan including the timelines with excel based chart
- Bid Form 6: Resumes of the members in the proposed team.
- Bid Form 7: Declaration Letter.
- Bid Form- 8 : List of measuring instruments
- EMD of INR 6,000/- (Rupees six Thousand Only)
- Bid processing fees of INR 1,000/- (Rupees One Thousand Only)
- Financial Bid

Registered Power of Attorney executed by the agency in favour of the Principal Officer or the duly Authorized Representative, certifying him/her as an authorized signatory for the purpose of this Bid
 We hereby declare that our Proposal is made in good faith and the information contained is true and correct to the best of our knowledge and belief.

Thanking you,

Yours faithfully

(Signature of the Authorized Representative)

Name :

Designation :

Seal :

Date :

Place :

Business Address:

8.2 Bid Form 2: Eligibility and Other Details

1	Name of Firm/Company			
2	Year and Place of Registration/Incorporation			
3	Prior experience in the field of Impact Assessment	Yes OR No		
	If, Yes Number of Projects done in the field of Impact Assessment			
	If, No Number of Projects done in Policies of Central and State Government			
4	Total Number of years of work experience in the field of Energy Efficiency			
		FY 2015-16	FY 2016-17	FY 2017-18
5	Annual Turnover**			
6	Net Worth **			

* Enclose a copy of Registration document

** Enclose a copy of Audited Financial Statement

(Signature of the Authorized Representative)

Name :

Designation :

Seal :

Date :

Place :

8.3 Bid Form 3: Prior Experience

Please indicate the experience in the field of impact assessment or any other policy related projects of Central and State Government in the format provided below, mention the details of the assignments directly related to the relevant field. Firms having larger experience must furnish the details of all other similar assignments separately in the same format as provided below. Kindly Note, the agency/firm shall mention the details of assignments done during last 3 years only

Name of Agency/Firm:	Description
Assignment/job name:	Nature of Assignment:
Description of Project:	
Approx. value of the contract (in INR):	
Country:	
Location within country:	
Duration of Assignment/job (months) :	
Name of Employer:	
Address and contact details:	
Total No of staff-months of the Assignment/job:	
Approx. value of the Assignment/job provided by your firm under the contract (in INR):	
Start date (month/year):	
Completion date (month/year):	
Total duration (months)	
Name of associated Consultants, if any:	
No of professional staff-months provided by associated Consultants:	
Name of senior professional staff of your firm involved and functions performed.	
Description of actual Assignment/job provided by your staff within the Assignment/job:	

Note: Please attach Letter of Intent or Purchase Order or certificate of successful completion for each project, from the respective Client(s).

(Signature of the Authorized Representative)

Name :

Designation :

Seal :

Date :
Place :

8.4 Bid Form 4: Approach and Methodology :

To be specified by bidder

8.5 Bid Form 5: Proposed Work Plan including the timelines.

The work plan shall be task specific. However, the agency shall include a one page description on product understanding for each product under the respective group for which the consultant is submitting the proposal.

Months	1	2	3	4	5 (weeks)	Description of work
1						
2						

Note:

1. For Professional Staff the input should be indicated individually; for Support Staff it should be indicated by category (e.g.: draftsmen, clerical staff, etc.).
2. Months are counted from the start of the Assignment/job. For each staff indicate separately staff input for office and field work.

8.6 Bid Form 6: Resumes of the members in the proposed team.

Consultants shall submit full resumes of the project leader and members of the team proposed for the assignment, including contact information as per the following format (in max. 2 pages).

1) Name:

2) Complete Contact Information:

3) Proposed Position:

4) Educational Qualification:

5) Employment Record:

6) Relevant Work Experience / Work Undertaken that best illustrates capability to handle the proposed task:

7) Certification / Signature

8.7 Bid Form 7: Declaration Letter

Declaration Letter on official letter head stating the following: We are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this contract. We are not blacklisted by any Central / State Government / Public Sector Undertaking in India

(Signature of the Authorized Representative)

Name :

Designation :

Seal :

Date :

Place :

8.8 Bid Form 8: List of Measuring Instruments /test equipment proposed to be used by the Bidder as per the projects and work scope stated.

Sl No	Description of the quantity/parameter to be tested	Name of the Instrument/Test Equipments	Quantity possessed by the bidder (Nos)

(Signature of the Authorized Representative)

Name :

Designation :

Seal :

Date :

Place :

8.9 Format for Financial Proposal

[Location, Date]

To
The Senior Electrical Inspector &
State Designated Agency on Energy Conservation,
Government of Meghalaya,
Lower Lachumiere,
Shillong-793001.

Subject: Financial proposal for Hiring of an Agency to Assess the Impact of the Energy Efficiency Activities and Projects undertaken in the State.

I / We, the undersigned, offer to provide the consulting services for the above in accordance with your Request for Proposal dated [Date], with our Technical and Financial Proposals.

Our Financial Proposal is for the sum of Rs[Amount in words and figures]. The financial proposal shall take into account all expenses and all tax liabilities associated in execution of the deliverables as per the bid. SDA shall in no way be responsible to incur any other extra costs associated with this task.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the Proposal, i.e., [Date].

We confirm that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988".

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of the Firm:

Seal: